



EMPLOYMENT OPPORTUNITY
Administrative Assistant 4
Salary \$3063.00 - \$4014.00 Range 46

Recruitment # 1262-09	Opens: September 30, 2009	Closes: October 14, 2009
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Job Summary

This position is key in providing administrative support in the Director's Office. The successful candidate will become an integral part of a dynamic leadership team for WDFW. Daily interactions with senior agency managers, coordination of executive correspondence with the public and support to agency regulatory and management processes are key to the agency's success. The customer service provided by this position will enhance agency credibility and support positive relationships with our constituents. Principal duties include:

- Receives incoming correspondence for the Director and the Deputy Director.
- Logs and tracks correspondence in an Access database.
- Determines appropriate staff to respond to inquiries coming into the Director's office.
- Primary monitor of the general "Director's" incoming email – read, distributes, and tracks responses.
- Department's contact for the Governor's Office Constituent Services Unit.
- Receives, assists with, and transfers to appropriate staff, incoming phone calls to the Director's Office. Receives roll-over calls from the Commission Office.
- Serves as back-up to the Executive Assistant including help with maintaining the Director's and Deputy Director's calendars.
- Gathers information, edits, and posts the Department's bi-weekly report distributed to all Department staff, Governor's office, and outside parties.
- Compiles and edits the monthly Director's Report to the Commission.
- Produces EMT's weekly calendar for distribution to EMT.

Working Conditions:

This position works in an office environment, 8 – 5 Monday through Friday. There are times when the work environment is stressful and situations require the ability to remain focused on priorities, juggling numerous tasks, and prioritizing work to meet deadlines.

Qualifications and Competencies

This position requires a high school diploma or equivalent and 5 years experience performing administrative support at the level of an Administrative Assistant 3 or higher for a Washington state agency.

The best qualified applicants will demonstrate competencies in the following areas:

- Excellent grammar, spelling, writing, and proofreading skills
- Careful and accurate reading with comprehension
- The ability to communicate effectively orally and in writing. This includes speaking clearly over the phone and in person with internal and external clients. Must be comfortable with public contact and talking with a variety of people at all times.
- A professional demeanor and the ability to maintain confidentiality
- Multi-tasking and the ability to effectively prioritize a diverse workload. Ability to deal with constant interruptions while remaining focused on a variety of activities in a busy office. Respond to both staff and constituents who are making urgent requests in an often times stressful environment.
- Excellent keyboarding and computer skills including Microsoft Word, and entering and organizing information and reports in Access databases.

How to apply:

Applications must be received not later than 5:00 p.m. on October 14, 2009.

Review the qualifications and competencies for this position and submit a State of Washington job application and a cover letter outlining how you meet those qualifications and competencies. Submit your application materials to:

Margaret Gordon, Recruitment Specialist
Human Resource Office, Department of Fish and Wildlife,
600 Capitol Way North, Olympia, WA 98501-1091
Fax (360) 902-2392

Or deliver in person to our Human Resources Office in the Natural Resource Building,
5th Floor, 1111 Washington St. SE, Olympia, WA.

Or by e-mail to: (Margaret.Gordon@dfw.wa.gov)

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities, are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.